

84

20 April 1947

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IN OC HISTORICAL
PAPER NO. OC-1, O-L-1

MEMORANDUM OF UNDERSTANDING

—DO NOT DESTROY—

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As a result of a meeting held among representatives of [redacted] Communications Division, PMA [redacted] Services Division, PMA [redacted], and Executive for Personnel and Administration [redacted] the following procedures and policies have been agreed upon. It is understood that the three activities involved will carry out these policies and procedures as outlined below:

A. Communications Supplies and Equipment

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[redacted] will present specific requirements to the Communications Division for discussion with Communications Engineering and Supply personnel in order to determine how such requirements can be most efficiently and economically met. Communications will determine informally availability of final list of items and will then recommend [redacted] those which should be included in its formal requisitions. The requisitions will be forwarded to Services Division [redacted] and will then be referred to Communications Division for concurrence. The Communications Division will indicate those items which can be furnished from its own stocks and Services Division will extract these from the overall requisitions. All other items will then be procured by the Services Division and shipped directly [redacted] unless there is some reason for storage in Communications Division stocks for later release.

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[redacted] will be accountable for its own equipment. [redacted] should, as nearly as possible, forecast requirements in consultation with the Communications Division in order that procurement on items of common interest and replacements for items withdrawn from Communications stocks can be handled as efficiently as possible.

B. Communications Facilities and Traffic Handling

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[redacted] will present all problems of these types to the Communications Division for determination. Communications Division will, in conjunction with FBI, initiate studies of the problems and where necessary will make inquiries as to availability of facilities and services from Army, Navy, State, or commercial communications organizations.

- 2 -

Where facilities must be procured by contract, Communications Division and [] will submit formal memorandums to Services Division indicating what facilities are required and from whom they are available. In the case of local service available from the Chesapeake and Potomac Telephone Company under the overall open agreement, Communications Division will initiate procurement.

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If technical services are required from a Government agency for which no reimbursement is required (i.e. the handling of a specified volume of traffic by the Signal Corps) the Communications Division will initiate necessary correspondence. Where reimbursement is required, necessary correspondence will be initiated by the Services Division at the request [] with Communications Division concurrence.

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The Communications Division will maintain records on all communications facilities of [] in addition to those of other components of CIG.

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C. General Communications Problems

Generally speaking, [] communications problems will be presented to the Communications Division for consultation, technical advice, and investigation through established Communications channels. All formal commitments involving expenditure of funds must be handled by Services Division.

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cc: []